



# California Integrated Waste Management Board

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Linda Moulton-Patterson, Chair

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Gray Davis  
Governor

Winston H. Hickox  
Secretary for  
Environmental  
Protection

Dear Local Government Household Hazardous Waste Program Manager:

Subject: Fiscal Year 2002/03 Form 303 Reporting

The California Integrated Wasted Management Board (CIWMB) requires each jurisdiction in California to annually report the amount of household hazardous waste (HHW) collected through locally administered programs. Local jurisdictions must use CIWMB Form 303 (Form 303) to meet this requirement. Form 303 fulfills the reporting requirements of the HHW element of the countywide integrated waste management plans.

Enclosed are the CIWMB's regulatory mandated Form 303, and the separate HHW Program Survey. An electronic copy of the Form 303 and survey can be downloaded at the CIWMB's Web site: <http://www.ciwmb.ca.gov/HHW/Reporting>

## Form 303

The Form 303 is being revised, so, **please read this letter carefully for instruction to complete this year's Form 303 properly.** Send the completed Form to the new contact person and address at the Department of Toxics and Substance Control (DTSC). Mail the completed Form 303 and survey by **October 1, 2003** to:

**Department of Toxic Substances Control  
Regulatory Program Development Branch  
Household Hazardous Waste Unit, 11<sup>th</sup> floor  
P.O. Box 806  
Sacramento, CA 95812-0806  
Attn: William Beckman**

The Form 303 must be completed by all public agencies that sponsored a HHW program during the past fiscal year commencing July 1, 2002 and ending June 30, 2003. However, even if your agency did not sponsor a collection program, but participated in collection activities sponsored by another agency, we ask that you complete and submit Part B of the Form. This will ensure that you are on an updated mailing list. **Only the lead agency of an HHW collection program should report the total waste volumes collected.**

**To help you complete the Form 303 this year, use the bullets listed below.**

- **Section A:** Section is excluded on the form this year.
- **Section B and C:** Complete as instructed.
- **Section D and F:** Do not complete. It will be eliminated in the revision.

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California Environmental Protection Agency

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*The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our Web site at <http://www.ciwmb.ca.gov/>.*

- **Section E:** Report by HHW program type rather than by facility location. As you report by program type, summarize the totals for each HHW program on a separate Form. For instance, for all permanent HHW programs, submit one Form 303 with waste volume totals, another Form 303 for all temporary HHW programs, another Form 303 for all recycle-only programs, etc. If more than one site has been used for a specific program type, list the EPA identification numbers, using a separate sheet of paper if necessary and attach it to the Form 303.
- **Section G:** Participation, do not include the number of days open or the population of service area. These will be deleted on the revision.
- **Section H:** Report all HHW waste volumes collected, including used oil if you consider used oil as part of your HHW program. **Do not include** used oil collected at certified oil centers and oil collected through curbside oil collection programs. All waste volumes must be reported in pounds (round off to the nearest whole pound). Some conversion rates are included in the instructions. Also, report the percentages of waste management methods used to the nearest whole percentage point.
- **Note:** You do not have to use the official CIWMB Form, however, you must ensure that the order and contents are identical to the CIWMB Form. Do not enter a contractor as the reporting source or the contact person. The **contact person must be the local government HHW program manager.**

### Proposed Revisions to Form 303

Regulation changes will be proposed for Form 303 for the 2003/04 report period and will include the following waste streams: electronic waste, universal waste, compressed gas cylinders, photo waste, and treated wood. You may have contributed to the dialogue on the changes several months ago and will again be notified of the changes when the public comment period commences.

### Survey

The CIWMB HHW Program Survey is also included. This survey will help Board staff compile HHW program cost information and other information of program interest. Although completing the Survey is voluntary, the survey has become essential as the means to obtaining program information and documenting ever increasing fiscal obligations and needs of local programs.

If you have any questions regarding the Form, please contact William Beckman of DTSC at (916) 324-8293 or e-mail [wbeckman@dtsc.ca.gov](mailto:wbeckman@dtsc.ca.gov). If you have any questions about the survey or form revision, please contact Anna Ward of the CIWMB at (916) 341-6454 or e-mail [award@ciwmb.ca.gov](mailto:award@ciwmb.ca.gov).

Sincerely,



Kristin Yee, Supervisor, Used Oil Recycling Analysis Section

Attachments